



CIVIL AIR PATROL
United States Air Force Auxiliary
Headquarters Group VII, Ohio Wing
P.O. Box 1334, Fairborn, OH 45324



1 January 2005

MEMORANDUM FOR ALL GROUP VII PERSONNEL

FROM: CC

SUBJECT: Group VII Awards (CC-005)

1. Also see Group VII Policy Letters CC-008, *Recognition of Milestones*, CC-009, *Encampment Scholarship Program*; CC-017, *Group VII Hall of Honor*; CC-018, *Group VII Sponsorship Program*; and CC-020, *Group VII Honorary Member*.

2. Group VII will have annual awards for the following categories.

- a. The Lt Col Julia Morris Cadet of the Year Award (Phase II, III and IV)
- b. The Colonel Robert M. Sponseller Senior Member of the Year Award
- c. Group VII Staff Member of the Year
- d. The Mark N. Shirk Unit of the Year Award
- e. Unit Commander of the Year

3. Unit commanders may submit nominations for an award on the Group VII Form 4 to the group commander. The only exception is the Unit Commander and Group Staff Member of the Year awards. The group commander will select these and no nomination is required. The nomination will cover only those accomplishments and achievements that occurred during the year nominated for. Nominations are due no later than the first Monday of November, or date as determined by the group commander. The group commander will appoint a selection committee to review all the nominations and recommend a winner. The winners will be announced at the annual Group VII Banquet and winners will receive a plaque. Cadets who are promoted into a new phase during the year will compete in the category he or she spent the most amount of time in.

4. The group may also award Certificates of Participation, Certificates of Appreciation, Certificates of Recognition, and Certificates of Merit.

a. **CERTIFICATE OF PARTICIPATION.** Presented to members who participate in designated Group VII activities or events.

b. **CERTIFICATE OF APPRECIATION.** Presented by the group commander to individuals or organizations in recognition of service to the group.

c. **CERTIFICATE OF RECOGNITION.** Presented by the group commander to individuals or organizations who distinguish themselves through outstanding accomplishments or achievements.

d. **CERTIFICATE OF MERIT.** One of the group's highest awards, it is presented by the group commander to individuals or organizations who distinguish themselves through exceptionally meritorious service to the group.

5. **PLAQUES AND TROPHIES.** The group commander may also award members or organizations plaques or trophies in recognition of service or accomplishment. Plaques and trophies can be awarded for competitions, appreciation, or meritorious service.

6. This supersedes Policy Letter CC-005, 29 August 2004, same subject.


MICHAEL K. HOOD, Lt Col, CAP
Commander